



**STATE OF DELAWARE
DEPARTMENT OF FINANCE
OFFICE OF THE SECRETARY**

**THOMAS J. COOK
ACTING SECRETARY OF FINANCE**

January 4, 2010

To Whom It May Concern:

In July 2010, the State of Delaware will implement the new First State Financials accounting system. Because we will be converting a lot of data from the old to the new system, we expect a period of system downtime from approximately June 28 through July 19th. What this means to you is that we will not be able to accept any changes (address or name) to the vendor file but, more importantly, we will not be able to make payments to any vendor, during this timeframe.

State Organizations will be reaching out to all vendors requesting information in order to plan for the delay in payments during the downtime. Our goal is to reduce potential impacts and address options to: manage delayed payment(s), waive late payment penalties and interest, adjust payment method(s), and adjust the billing cycle and payment frequency.

The implementation of the new financial system is an exciting new step for the State of Delaware and collaboration with all vendors is very important. Vendor outreach and communication is crucial to the success of the new system implementation and your patience and cooperation is much appreciated as we implement the new system. The State of Delaware values vendor relationships and looks forward to your continued business.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Cook'.

Thomas J. Cook
Acting Secretary of Finance

A handwritten signature in black ink, appearing to read 'Ann S. Visalli'.

Ann S. Visalli
Director, Office of Management and Budget